

NOTICE

TO: _____

FOREIGN LANGUAGE DEVELOPMENT AWARDS

1. Authority

Foreign Language Development Awards (FLD Awards) are authorized by CIA Regulation No. _____, dated _____.

2. Awards for Effort

FLD Awards will be authorized in recognition of effort, following issue of this notice, resulting in demonstrated achievement and/or maintenance of defined levels and types of proficiency in one or more foreign languages.

3. Eligibility

All staff employees may endeavor to qualify for awards, except that persons in the following categories are excluded as indicated.

a. Persons whose employment, and consequent compensation, are based primarily on their knowledge of certain foreign languages are excluded from maintenance awards in those languages concerned.

b. Persons whose proficiency was acquired prior to employment primarily through residence abroad or family association are excluded from awards for maintenance of type and level possessed unless it can be demonstrated that significant effort is involved, consonant with the intent of this program.

c. Persons possessing awardable levels at the time of this notice is issued, or at a subsequent date of entrance on duty may not qualify for achievement awards at those levels.

Persons so excluded, however, may qualify in other languages, or in different types and levels of proficiency.

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4. Nature of Awards

Awards will vary in amount according to estimated comparison of personal effort required. Principal factors are: difficulty of the language, ~~Nature~~ ^{type} of effort, level and type of proficiency involved, and the amount of personal, non-duty time involved. Accordingly,

- a. Three language groups distinguish the general comparative difficulty and the languages.
- b. Two classes of awards—Achievement awards for effort spent to acquire defined levels, and Maintenance awards for effort resulting in maintenance of defined levels—distinguish the nature of effort.
- c. Two types of proficiency—Comprehensive (speaking, reading, writing, comprehending) and specialized (primarily speaking only, or reading only)—are recognized.
- d. Three levels—Elementary, Intermediate and Advanced—are recognized.
- e. Two scales of Achievement Awards distinguish the difference in personal, non-duty effort generally involved between study on official time and on personal time.

Consequently, each award will be distinguished by association with: a language group; effort for achievement or maintenance; comprehensive or specialized proficiency; elementary, intermediate or advanced proficiency; and study during normal duty hours or outside of normal duty hours.

Schedule of awards is attached hereto.

5. Method of Qualifying

Eligibility for awards will be determined by performance in scheduled standard CIA Foreign Language Proficiency Examinations. Qualifying exami-

nations will be given at Headquarters according to an announced schedule which will include several opportunities a year for more common languages and not less than one a year for any language in which an individual has registered an interest. Persons whose language study will be performed outside the Headquarters area and who consequently will not be able to appear for scheduled examinations until their return may, prior to departure or during TOT at Headquarters, register their intent to qualify for an award after return to Headquarters. Those persons who, at time of registration of intent, demonstrate an average level of proficiency may, upon return to Headquarters and demonstration of satisfactory maintenance, receive a maintenance award for each full twelve-month period between the time of registration and qualification. Persons who acquire fluency away from Headquarters to qualify for an achievement award, and who had not previously established intent and qualifications to qualify for a maintenance award, may, upon return to Headquarters, qualify only for an achievement award. Persons who have previously registered intent and qualifications to qualify after twelve months for a maintenance award and who, during absence from Headquarters, acquire fluency to qualify for an achievement award at a different level and/or type, however, may receive a maintenance award for each full twelve-month period in addition to the achievement award.

6. Frequency

Achievement awards for a given type of proficiency at a given level may be received only once. Maintenance awards may be received at intervals of twelve months or more.

7. Authorized Languages

Languages for which persons may endeavor to qualify for awards will be designated on a basis of current, projected or potential needs of the Agency and will be announced from time to time by notices supplementary to this one. With this notice, however, no foreign languages are excluded. Subsequent exclusion of a language in which an individual has registered his intent and has received approval to qualify for an award will not affect the privilege of those persons to receive achievement and maintenance awards.

8. Procedures

Procedure leading to receipt of awards is as follows:

- a. Aspirant will register his intent with the Director of Training on Agency Form No. 1005. Only effort exerted after registration is to be recognized by awards.
- b. Registrants will certify to no appreciable knowledge of the language concerned or, if they possess any degree and type of useable fluency, they will establish the type and level by performance in a proficiency examination, providing thereby the basis upon which measurement of progress for awards in future may be made. The Chief, Language and Area School, may waive this activity where the possession or absence of proficiency may be established by the training or examination records of the School, or by other suitable means available to the School.
- c. Any time after registration of intent to qualify for an achievement award and any time after twelve months following regis-

tration of intent to qualify for a maintenance award persons may demonstrate their qualifications in a scheduled Foreign Language Proficiency Examination.

d. Persons possessing verifiable proficiency will be notified by the Director of Training through normal channels for supervisory endorsement that there are no administrative causes for not conferring the award; any recommendation to the contrary will be referred to the Deputy Director (Support). The notification to the qualifying employee will include instructions for collecting the award.

9. Agency-Financed Opportunities

The established foreign language training programs of the Agency, and external programs approved by the Director of Training may be made available at Agency expense to staff personnel who possess normal qualifications for Agency-sponsored language training. (Normally, expenses for training in informal, non-academic programs, travel, commercial language schools and with individual tutors will not be borne by the Agency. Special courses, however, will be arranged for groups of four to eight persons.)

10. Responsibilities

This program is under the general supervision of the Deputy Director (Support) and administration of the Director of Training. They will be assisted on matters of policy and practices by a PLD Program Advisory Committee consisting of a representative of each of the three major components, the Office of Personnel and the Office of Training. Each member will represent personnel of his component in presentation to the Committee of proposals, suggestions, questions and problems.